## 広報番号: 横須賀基地空席広報 SRFJRMC-105-06(OUF) Announcement No. 1st Cut Off: 25 Oct 06 VACANCY ANNOUNCEMENT 10<sup>th</sup> and 25<sup>th</sup> of each 募集締切日: month until filled after **Closing Date** \*\*\*\*\* Open Until Filled \*\*\*\*\*\* the 1<sup>st</sup> cut off 発行日: 29 Sep 06 **Date of Issue** 4.募集範囲 Area of Consideration 1.職種名 Job title (等級 Grade 3 /語学等級 LAD 2) 募集人数 No. of □ 現 MLC/IHA 従業員(部隊内) Recruitment Current MLC/IHA Employee within Activity Supply Requirements and Distribution Clerk, #211 □ 現 MLC/IHA 従業員(通勤圏内) (補給配給事務職) 11 名 Current MLC/IHA Employee in commuting distance □ 現 MLC/IHA 従業員(全在日米軍) ○ 事務系 Administrative □ 技能系 Blue Collar Trade Current MLC/IHA Employee Japan Wide 2.部隊 Activity U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center, Yokosuka (SRFJRMC) 5.雇用の種類 Type of Employment Business and Strategic Planning Office (C1200), MLC MLC **Enterprise Resource Planning (ERP) Business Division (C1210)** ☐ IHA HPT ☐ 常用 Permanent 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka 図限定 Limited Term ( 6 ヵ月 Months ) 3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days: 月曜日 - 金曜日 勤務時間・休憩 Work Hours/Recess Period: 08:00 - 16:45/12:00 - 12:45 □ 夜勤 Night Shift 図 残業 Overtime 図 出張 Business Travel **6.職務内容** Duties a. Is responsible to the Supply Functional First Line Supervisor for the customer material requisitioning, receiving and issuing electronic data processes. Performs any one or combination of technical support work for the smooth operation of electronic data processing systems in screening, review and entry for completeness and corrects all customer supply requirements. b. Prepares the supply documentation using computer systems and maintain the supply operational database. Updates, assembles, appropriate data for individual programs or program segments. c. Transmits, monitors, tracks the procurement requisition and material receipt data to fill the updated supply operational data into appropriate electronic data processing systems. d. Collects, summarizes, prepares and reviews system status reports on material ordering, receipt & issue for required customers. Updates supply requisition status and contract procurement status on individual programs of electronic data processing systems. e. Assists the Supply Specialist and Warehouse Operators in processing data entry, update, correction and maintenance through the electronic data processing operations. Performs technical supports on NEMAIS systems for supply procurements and administration. f. Performs other related or incidental duties as assigned. 7.資格要件/身体条件 Qualification/Physical Requirements a. One year of general work experience. If applicant does not have such work experience, completion of 2-years junior college/2-years of technical school or 4-years degree in any field may qualify him/her at 1-3 level. b. Knowledge of general office hardware and software applications. c. Skill in operating computer software, such as MS Word, Excel, Access. e. Ability to perform supply requirement duties using electronic data processing systems such as preparing supply documentation/reports, process and track the procurement requisition, and update and maintain database. f. Ability to speak, read, and write English at average proficiency level (LAD-2). g. Ability to speak, read and write Japanese at native language level. \*Handicapped applicants may be accepted, depending on the degree and kind of disability.

免許証/修了証 License/Certificate Required: N/A

英語力 English Language Proficiency: □必要なし None □初級 Basic 図中級 Intermediate □上級 Advanced □特段の能力 Exceptional

学歴 Educational Background: N/A

*☑ 空席応募用紙 Application for Vacancy Announcement
* 専門職務経歴書 Resume of Specialized Work Experience
*の記入は Complete * in 🗌 日本語で Japanese 🔯 英語で English 🔲 どちらでも Either
□ 運転免許証の写し Copy of Driver's License
□ 修了証/証明書の写し Copy of Certificate
英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
図 80 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)
☑ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen
applicant, copy of Alien Registration and Passport/Visa Copy
☑ 外部応募者でハローワークからの紹介者は、ハローワーク紹介状 For applicant referred from
Hello Work, "Hello Work Referral Card"
9. 応募書類提出先 Office to Submit
内部(現 MLC/IHA 従業員)と外部(非従業員)では、提出先が違います。上記必要提出物をお間違えの無い様、
対語(現 MLC/ITIA 従来員)とが語(非従来員)とは、提出元が遅います。工能必要提出物をお問達えの無い様、 郵送/提出して下さい。募集締切日必着。 Office to submit is different for Current MLC/IHA Employees versus Off
Base Applicants. Please ensure to submit required application documents to the right office. Applications must be
received by the closing date of the Vacancy Announcement:
received by the closing date of the vacancy finhouncement.
1. 内部(現 MLC/IHA 従業員)提出先 Current MLC/IHA Employees must submit to:
〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)
*部隊担当者名 Office/POC: SRFJRMC, Manpower Division (Code 1160), Ms. Imaizumi/Ms. Satomi 軍電 (DSN) 243-4554/243-4553
2.外部(非従業員)提出先 Off Base Applicants must submit to:
〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間:月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays)
*雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.
事務処理欄 For Official Use
PD No · Speigmc_1210_007_LT PD is accurate and current Certified by Activity · kk HRO: AH 9/27 ah 9/27

**PD No.: SRFJRMC-1210-007-LT** | PD is accurate and current. **Certified by Activity:** kk | HRO: A 応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません Submitted applications will not be returned.